ENGL 2338:002
MW 5:30PM-6:50PM
PH 310
Technical Writing



Spring 2017

LD Huff - Lecturer

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ENGL 2338 Syllabus Contract ..... **Error! Bookmark not defined.**

General Information

ENGL 2338: Technical Writing
Instructor: LD Huff **Office**: CARH 403
Email: larry.huff@uta.edu **Office Hours**: MW 3:00-5:00pm
Or by appointment

Class Room: PH 310 **Section 002:** MW 5:30-6:50 pm

2338 offers an introduction to technical and professional communications. Students will learn and develop good writing style and graphic design while creating various technical writing documents, including a brochure, resume, cover letter, team instruction project, team feasibility study, and a formal project.

Course Description

ENGL 2338: Technical Writing
This course covers the processes of researching, drafting, designing, editing, and revising technical reports, proposals, instructions, resumes, and professional correspondence for specific audiences. Prerequisites: ENGL 1301, ENGL 1302.

Required Course Materials

Required Book (1)

Graves and Graves, *A Strategic Guide to Technical Communication*, Second Edition ISBN: 978-1-55481-107-6. Publisher: Broadview Press

- Only this edition of the textbook is acceptable for the course.
- You will need the book to pass this course.
- You must have the book by the first full week of class—no extensions for failing to purchase the book.

I also *recommend* a good writing handbook (or website) you can refer to for grammar, spelling, punctuation, and style.

Required Materials

- Paperclips
- USB Drive
- Headphones to plug into computer for video instructions
- Standard School Supplies: Pens, Pencils, Paper, etc.
- UTA Email address you check daily (you can set up this address to forward to your primary email address)
- Reliable Internet access (use UTA library if you cannot access the Internet from home)

Course Policies

Daily Work

Prior to each class, students are responsible for readings, quizzes, and class prep for participation. These quizzes, readings and prep constitute many of your primary Daily Grades in the course.

Extra Credit Opportunities

There will be no extra credit offered in the course

Late Work and Make-Up Policy

I will not accept any late assignments for credit. Late work earns a zero for a grade. **No exceptions.** If you know you will miss class, you are still responsible for submitting your assignments on time. Similarly, I will not give make-up quizzes or exams except in instances of excused university absences for the exams, but you must schedule alternative exam arrangements with me in advance of the exam dates.

Turning in Assignments to Blackboard

Some major assignments in this course will be submitted to Blackboard. All assignments submitted to Blackboard must be saved as a .pdf to ensure I am able to open them on my computer **complete with your formatting**. It is your responsibility to ensure you have saved and submitted all of your work in the correct format. **If you submit work in the wrong format, then you will receive a zero for the assignment. A hardcopy is also due in class by the deadline with those "deliverables" noted on the Rubric for each assignment.**

I will not discuss any grade you receive on an assignment until at least 24 hours have passed.

Late Enrollment Policy

Though I realize at times enrolling in a course after the start date is unavoidable, please be advised you are responsible for the class periods you have missed even if you were not enrolled in the course. I will not allow you to make up missed opportunities for participation points or any other assignments occurring before you enrolled. If you enroll in class after the start date, your responsibility is to contact your peers in order to get caught up on the schedule and any announcements which might have been delivered in your absence. This policy also applies to students who drop and add.

Paper Reuse Policy

You may not reuse papers from prior classes in this course or any other course that you have taken at any institution. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this situation with me prior to the due date of the assignment.

Attendance

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section for the Fall 2016 term, I will take attendance every class period. Class attendance and participation are important for this class, as lecture and class discussion material will appear on the exams. Students should read the assigned reading for the day, and should have any books or reading materials with them for the specific daily class.

If you are late to class or tardy, you are responsible for coming to me *immediately after class* to tell me you were late. If you are very tardy, I reserve the right to count you absent nonetheless.

Missed Class

If you miss a class, do **not** come to me to ask what you missed. I recommend you exchange emails with your classmates, so you can find out what we did in class when you were absent.

Excused Absences

The only excused absences recognized by the University of Texas at Arlington are those wherein a student is representing the university in an official capacity and those religious holidays the student informs the instructor of at the beginning of the term in writing. *These absences will **not** be excused without appropriate documentation.* Athletes and other students who will miss class for an official university activity **must advise me in writing at least 48 hours in advance of the absence**. Notice only lets the instructor know a student will be missing class; this notice does not extend due dates for assignments or allow the student to make up missed quizzes. Students must make arrangements with the

instructor at least 48 hours prior to the absence for turning in the work. No guaranteed extensions.

Classroom Behavior

Class sessions are short and require your full attention. You should work on whatever in-class activity we are working on. If I find you working on work for other classes, surfing the web, texting, or updating your Tumblr/Imagr/Whatever account, I will dismiss you from the class and count you as absent for the day. Although secondary readings are available on Blackboard in many cases, you are responsible for coming to class with a hard copy so you can refer to the text in class.

Remove all earpieces while in class. Store materials from other classes, reading not related to this class, bulky bags, and other distractions so you can concentrate on the ENGL 2338 readings and discussions each day. Bring book(s) and e-reserve readings (heavily annotated and carefully read) to every class. Students should participate respectfully in class, should listen to other class members, and should comment appropriately. I also expect consideration and courtesy from students. Address your instructors appropriately, and communicate professionally.

According to *Student Conduct and Discipline*,

> students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks. (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202)

Students who do not respect the guidelines listed above or who disrupt other students' learning may be asked to leave class and/or be referred to the Office of Student Conduct.

Classroom Visitors

Only students officially enrolled in this section are allowed to attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit. Children are not allowed in class as visitors at any time

Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.
>
> I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Discipline may include suspension or expulsion from the University:

> Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents' Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to indicate correctly where you are making use of the work of another or by colluding with another to prepare assignments. You are responsible to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Remember your First Year Writing courses and consult a writing handbook for more information on quoting, paraphrasing, summarizing, and citing properly to avoid plagiarism. If you still do not understand, **ask your instructor**. I will refer all students caught plagiarizing or cheating to the Office of Student Conduct.

Disability Accommodation

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory)

that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- The Office for Students with Disabilities (OSD): http:// www.uta.edu/disability or calling 817-272-3364
- Counseling and Psychological Services (CAPS): http:// www.uta.edu/caps/ or calling 817-272-3671

Title IX

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to withdraw officially if they do not plan to attend after registering. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Restroom Breaks

- Students may leave the class and return without asking permission for restroom breaks.
- Be polite and quiet.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send

a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics which have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit:

1. Exit the classroom
2. Head towards the stairwells at either end of the hall.
3. Take the stairs until you reach the bottom floor.
4. Exit the building through the glass doors just past the bottom step.

When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

However, please note the following requirements and guidelines regarding email communications for this course:

- Include ENGL 2338.n (where *n* is the appropriate section number) and a detailed topic in the subject line of all emails. **I will not open emails that do not include a correct subject line**. (For example: *ENGL 2338.008: Question About TIP.*)
- Sign your first and last name at the bottom of each email, so I know who you are.
- I check email daily, except on the weekends. I try to respond to emails within 24 hours. I will not check email after 7 PM.
- If you email me after noon on Friday or over the weekend, you will likely not hear back from me until Monday.

Conferences and Questions

The office hours indicated on the syllabus are for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days, but please note I am only on campus on MWF.

Syllabus and Schedule Changes

Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

Headphones and Music

I do allow students to listen to their own music on headphones during *workshop portions* of the class as long as the volume is low enough that students can hear me if I need to bring something to their attention.

Computer Etiquette

While we will be using the computers in the classroom to complete both homework assignments and papers, you must use good computer etiquette during class time. Hacking, surfing the net, sending/reading personal emails, or completing work for other courses during class time is strictly forbidden. Failure to adhere to these rules will result in dismissal from the classroom and will count as a zero on any daily work for that class day.

Students may bring their own laptops or tablets to class, but the student is then responsible for having all the software needed for the course and for using the software.

Course Evaluation (Grades)

Assignments	Percentage	Due Dates
Quizzes, Homework, & Participation	15%	Daily
Style Exam	10%	
Design Case Study/Brochure	20%	
Resume/Letter	15%	
Team Instruction Project	20%	
Team Feasibility Study	20%	

Students should demonstrate a mastery of grammar, spelling, and punctuation (GSP) as well as the writing skills developed in Composition & Rhetoric I and II. In the professional world, these kinds of errors make you seem unprofessional. All GSP errors found on assignments will result in a -1 point penalty per error: for example, ten grammar, spelling, or punctuation errors on a document will result in a -10 penalty to the grade (an 87% becomes 77%).

Assignment Descriptions

Quizzes, Homework, and Participation (15%)—This part of the grade is a combination of daily quizzes over assigned readings, completed homework that is separate from the major projects, and how each student behaves toward the professor, other classmates, and with respect to class times.

> **Quizzes**—Daily reading quizzes to prove students have read the required material before class. Students will not be able to make up quizzes. Most quizzes will be announced in the schedule, but your instructor will occasionally include pop quizzes during class.
>
> **Homework**—Usually completion grades to show the instructor you did prepare for class by completing work outside of the class. Sometimes, this grade will include drafts of parts of major assignments.
>
> **Participation**—This grade is based on student behavior such as arriving on-time for class, arriving prepared for class, staying for the entire class period, handing in work on time in the appropriate format, speaking respectfully to classmates and instructor, avoiding playing games, avoiding texting or emailing during class, respecting the time of the instructor and other classmates, and communicating responsibly with the instructor about problems, absences, or other needs. For each class you miss, you lose 5 points from this grade, to a minimum of zero.

Style Exam (10%)—This exam takes place roughly four weeks into the semester and covers the Writing style in text. Students will have 100 minutes (two class periods) to complete the exam. The exam includes three sections:

- Part I is worth 76 points, and includes eight sentences. Students choose six of the eight sentences to answer. Each answer includes
  - Identifying all of the problems with the sentence with the correct style terms.
  - Including the word or phrase that makes up the style problem in parenthesis next to the style term for the error.
  - A rewrite of the sentence correcting all the errors from the original sentence without creating new errors.
  - This section is on the first part of the Exam
- Part II is worth 20 points, and includes two paragraphs. Students choose one of the two paragraphs to rewrite and correct all style errors. Students do not have to identify errors in this portion of the test; they only rewrite the paragraph.
- Part III is worth 4 points. The grading is all or nothing for this section. Students must correctly name all eight “to be” verbs for this part.

In addition to the new information from the lectures for Writing Style, the instructor will also grade on grammar, spelling, and punctuation.

- **NB**: The Style Exam requires you to learn how to spot and how to avoid and how to revise texts for the style errors. *The Style Exam will likely be your worst overall grade for the course, and if you do not study or prepare adequately, you will not do well.* This exam has no "curve."

Design Case Study (20%)—Students will design or redesign a brochure of their choosing. The final grade will be based on the written text and on design. Students will receive an assignment sheet and a detailed rubric.

Resume/Letter of Application (15%)—Students will write a resume and a letter of application (also known as a cover letter) to apply for a job in their field. Students will receive an assignment sheet and a detailed rubric.

Team Instruction Project (TIP) (20%)— Teams will create team contracts for handling students who fail to do their work as well for setting team expectations. If a team member fails to complete their part of the work on time, the rest of the team must complete the work or risk a lower grade, but the team can vote (if written into the contract) to remove the team member from the team. The removed team member will then be responsible for doing an entire project individually, and it will be due on the same day as the team project.

Students will keep minutes of their team meetings, and they will turn in a final product to the instructor on the due date. If the final product does not meet the assignment requirements, all team members will fail the assignment, thus team members must work proactively to complete the work on schedule even if someone fails to do their part. The reason for these strict rules is to teach the students to respect deadlines and complete projects on time with a team (and sometimes in spite of the team). You will also have an assignment sheet and detailed rubric.

Team Feasibility Study (TFS) (20%)—Students will work in teams of 3-4 to collaborate on a 10-12 page feasibility study. The teams will remain the same from the Team Instruction Project, and students will use the same team contract. If a team member fails to complete their part of the work on time, the rest of the team must complete the work or risk a lower grade, but the team can vote (if written into the contract) to remove the team member from the team. The removed team member will them be responsible for doing an entire project individually, and it will be due on the same day as the team project.

Students will keep minutes of their team meetings, and they will turn in a final product to the instructor on the due date. If the final product does not meet the assignment requirements, all team members will fail the assignment, thus team members must work proactively to complete the work on schedule even if someone fails to do their part. The reason for these strict rules is to teach the students to respect deadlines and complete projects on time with a team (and

sometimes in spite of the team). You will also have an assignment sheet and detailed rubric.

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Frequently Asked Questions (FAQ)

Q. Can I turn in late work?
A. No. If your work is late, you get a zero.

Q. What if it's a couple of minutes late?
A. Tough. Don't wait until the last minute.

Q. Can I revise for a better grade?
A. No. Turn it in right the first time. Besides, in my experience, students do not "revise" so much as fix a comma or two and call that a "revision." So no, you can't revise.

Q. What if my assignment is too short/does not meet the minimum length required?
A. Then it earns a zero.

Q. What if my assignment is longer than the listed maximum length?
A. If you're a little over the maximum, then don't worry about it. If you are well over the maximum (for example, 10 pages rather than 5), then I am only reading and grading until page 5.

Q. Can I have an Incomplete?
A. No.

Q. Can I do anything to get a better grade?
A. Do the work in the first place the first time around. If we are approaching the end of the term and you are worried about passing, then you probably should have done more/done a better job/gotten help sooner. If extra credit has already been offered, then do it, but do not expect to magically change a failing grade into a passing one. **Q. But I need [some particular grade] for financial aid/to graduate!**
A. Maybe you should have done better before this point.

Q. How many absences can I have?
A. I used to have a maximum number of absences policy, but UTA has no official attendance policy. I take roll each class, but you have no "maximum" number of absences. Of course, if you miss several classes and several daily/in-class grades, then you will fail under your own power.

Q. Can I go to the restroom?
A. Yes. Stop asking me. Just go. Be discrete and do not disrupt class.

Q. Can you look at my draft for me and give me feedback?
A. Sure. Bring it by my office as a hard copy. Do not bring your laptop. I will send you on your way if you slide your MacBook towards me. *Print out your draft.* Be aware: My job is not to edit/copyedit/revise your work. I will point to issues or give you guidance on how to improve your draft, but I do not give out a formula to students for specific grades. That is, I do not say, *If you do this and this and this with your draft, you will earn an A.*

Q. But you said my draft looked fine! Why did I get [grade I do not want]?
A. Because your work earned the grade. Do not mistake "You're on the right track" or "This looks okay" for "This gets an A." A *D* is passing. A *C* reflects *average* work.

Q. But I worked so hard on this!
A. Effort does not equal competency or success.

Q. But I submitted my assignment to Blackboard/I had a Blackboard issue!
A. If it is before the deadline, try using a different browser. If that does not work, email it to me before the deadline as an attachment. If it is after the deadline, start thinking about how to avoid having this problem on the next assignment. If a quiz has an issue, then contact me before class.

Q. Do you drop any grades?
A. No

Q. I was late to class! What should I do?

A. Come to me at the end of class to let me know you were present but late. Do not *assume* I marked you down. If you came in *very* late, then I will likely mark you absent nonetheless.

Q. What does it take to earn an *A* on an assignment?

A. For papers, projects, essays, etc., the assignment must satisfy all requirements. It must have few if any errors, and it should be engaging to read, demonstrating a mastery of the material and concepts the project addresses. It should demonstrate *excellence*, not merely *goodness* or *seems good* or *well, it's doing most of what I asked you to do*. It should demonstrate any and all of the following: good writing style; mastery of grammar, spelling, and punctuation; effective organization; engaging content and rhetoric appropriate to the intended audience and purpose; concision and clarity; and mastery of the subject matter at hand.

For argumentative essays/projects, it should demonstrate an effective argumentative organization: an introduction and strong, clear thesis; claim-driven topic sentences for unified, coherent paragraphs; a clear, strong conclusion; convey complex ideas in simple, clear, concise prose.

For technical writing projects, it should demonstrate excellent writing style (including few if any passive constructions or other style issues) and excellent document/graphic design based upon the principles taught in class.

Q. Can I have a letter of recommendation?

A. Two things: Firstly, you cannot have a recommendation until after the class is over. I want to see if you are the kind of student I feel confident and comfortable in recommending for something. Also, I might have something to *talk about* by that point. I have used students' work and projects in my classes as specific examples to *justify* why I recommend students for scholarships, academic programs, etc. Secondly, I only write letters of recommendation for students who earned *A*'s in the course overall.

Q. Can I use Wikipedia, Ask Jeeves, About.com, Ask.com, Metafilter, Reddit, or some other general internet resource as a source in my paper/project?

A. No. If you are in a Literature course, then you should use the MLA International Bibliography or maybe Academic Search Complete via our library. Otherwise, for literature or composition or technical writing, you should be searching for reputable sources—and have a good understanding of what reputable sources *are* and which are appropriate to the project or discipline you are working within.

Q. What citation style should I use for my projects/assignments?

A. For Technical Writing, choose a citation style and stick to it on particular projects. Note the choice on the Style Sheet. NB: The Formal Project requires you to use APA style citation. You will have a Works Cited, References, or Bibliography section as appropriate to the style you choose.
Please note that the library can direct you to more information about those specific styles. I recommend you *avoid* using Citation Machine and similar web services to generate your Works Cited entries unless you are working with printed, hardcopy sources like books and journal articles.

Tentative Schedule

All dates are subject to change by instructor. Important deadlines are in blue.

Week 1	
WED 1/18	Introduction Email Etiquette Exchange Email Addresses with at least two people in class Syllabus Quiz (before next class) Grammar Quiz (before next class) Audience Analysis Chapter One: Communication: Audience, Purpose ,and Gender Writing Style/grammar
Week Two	
Monday 1/23	Discuss Chapter One: Form and Function Chapter Two: Ethics Assign Bad Ad
Wednesday 1/25	Bad Ad / Bad Ad class workshop / Ethics / Chapter Two
Week 3	
Monday 1/30	Chapter Seven /Writing Email/letters "Flat Tire" workshop

Form and function
Style Exam Study
Have grammar checkers in place

Wednesday **Rough Draft "Flat Tire"**
2/1 **Work Shop**

Week 4
Monday Flat Tire Due
2/6 Discuss Brochure: Chapter Five

Wednesday Chapter Five: Premise
2/8 Thumbnail /Organization/Graphic design

Week 5

Monday Communicating Through Visuals: Chapter Six
2/13 Persuasive Argument

Wednesday
2/15 First Rough Draft: Brochure
Class Workshop

Week 6

Monday Graphic Design
2/20 No Quiz
Visual Representation

Wednesday Brochure Workshop
2/22

Project Log (upload)
Style Sheet (upload)
Thumbnail Sketch (show me in class)

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Brochure Workshop
HW: Draft of Brochure

Week 7

Monday
2/27

Design Case Study/Brochure Due

Wednesday
3/1

Resume & Cover Letters
Pages 53/54
Added assignment on BB
Assign Resume & Cover Letter

Week 8

Monday
3/6

Workshop Letter of Application/Resume

Wednesday
3/8

Resume/Cover Letter Due

Intro: Chapter Ten: Writing How-to Documents
TIP (Team Instructional Project)
Assign teams

Week 9
3/13-3/18

SPRING BREAK – BE SAFE
ENJOY

Monday 3/20	Workshop TIP- Project Approval-Project Approval
Wednesday 3/22	Workshop TIP – Thumbnail due

Week 10

Monday 3/27	TIP written and tested instructions and rough draft due
Wednesday 3/29	TIP Workshop: peer review/testing Revised draft/brochure due in class

Week 11

Monday 4/3	TIP Final Draft Due Assign- Team Feasibility Study (TFP) Project Approvals Chapter Nine/Chapter Eleven
Wednesday 4/5	Workshop- Style Sheet Due

Week 12

Monday **4/10**	**Workshop –methods sections** **Met**hods must be approved before preceding to testing
Wednesday **4/12**	Draft of Summary (minus results and recommendations)
Week 13	
Monday **4/17**	Workshop: Taste Testing/Surveys
Wednesday **4/19**	Second Day of Testing/Surveys if needed You must attend these Testing/Surveys or you will lose 20 points from team project grade
Week 14	
Monday **4/24**	Draft of Summary, results, introduction, discussion, analysis, conclusion and recommendation text with design elements.
Wednesday **4/26**	Revised draft of TFS **Final Draft Due**
Week 15 **Monday/Wednesday** **4/1-4/3**	Final Presentations of TFP **4/3 - LAST DAY OF CLASS**
Finals Week	There will be no formal/comprehensive final for this class

I have read and understood the syllabus, and I agree to abide by the course policies.

_____
Print Name

_____ _____
Signature Date

Permission to Use Student Writing

Student's Name_____

Class Number and Section_____

Instructor Name_____

I give my permission for my writing to be used as an example of student work and/or as a teaching tool for future classes. I understand that my name will be removed from my work before it is shared with other students. I also give my permission for my writing—specifically my Design Case Study/Brochure, Team Instruction Project, and Formal Project—to be shared with Meals On Wheels, Inc. of Tarrant County for their possible use.

Student's signature_____UTA ID_____
_____ Date_____